

PROCEDURES FOR PROCESSING FOIA REQUESTS AND APPEALS

Initial FOIA Request

1. Incoming FOIA request is dated.
2. Transmitted to Baker.
3. FOIA request is given a number and due date is calendared (10 working days).
4. Copies are made and distributed to the office where the requested information is located. Original is filed in FOIA folder.
5. The Office required to gather information is informed when response is expected. Attached to the request is a time sheet to be filled out by those who conduct file search and gather information.
6. If response cannot be transmitted within 10 days, notice of extension is sent to requester.
7. Documents are reviewed. 2 copies are made of those materials to be released. Fees for copies and search are computed.
8. Response is drafted. If materials are withheld, statements required by the regulations should be included. Draft response is forwarded to the General Counsel. Upon approval, response is mailed.
9. Request and response are copied to:
 - a) Office of the Comptroller if fees are assessed.
 - b) Office of Field Services, Office of Compliance and Review, and the Board of Directors of Recipient program, if request made by LSC recipient.

FOIA Appeal

Denial of fee waiver or request for information can be appealed within 90 days. Appeal is made to the President of LSC.

1. Appeal is calendared. Time runs as of date of receipt by the President. (20 working days).
2. Separate appeal file is made.

3. Review of request and denial is conducted.
4. Response is drafted and forwarded to the General Counsel. Upon approval, and where necessary, a memorandum to the President is also prepared explaining the Corporation's response. The file is transmitted to the President. The Corporation's response is signed by the President.
5. Extension is allowed if, when adding any previous extension, no more than 10 extra days are taken.
6. Appeal and response are copied to:
 - a) Comptroller, if fees assessed.
 - b) Office of Field Services, Office of Compliance and Review, and the Board of Directors of Recipient program, if appeal made by LSC recipient.